



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

## **High-Impact Tutoring Grants Manager** *Office of the Chief of Staff (COS)*

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

### **OSSE's High-Impact Tutoring (HIT) Initiative**

Over the next three years, OSSE will lead a major \$40 million investment in scaling and supporting high-impact tutoring across the District, with a particular focus on at-risk students and other students who have experienced disrupted instruction during the COVID-19 pandemic. This investment is a core part of the city's recovery strategy, given the strong body of evidence demonstrating the effectiveness of high-impact tutoring as an intervention that can produce dramatic gains in student learning. Through this investment, OSSE strives to accelerate learning for these students over the next three years.

### **The Role**

OSSE is seeking a strategic and forward-thinking grants professional to oversee a portfolio of new and innovative grants as part of the HIT initiative. The High-Impact Tutoring Grants Manager will be responsible for designing, launching, and overseeing several new grants in a 3-year time frame to support implementation of this initiative. This creative professional will be part of a team of 3 and will liaise with a diverse group of external and internal stakeholders and will coordinate closely with other divisions on grant design and monitoring as well as on a robust evaluation of the tutoring programs. The position is located in the Office of the Chief of Staff (COS) and will report to the high-impact tutoring initiative manager. It is funded through the Elementary and Secondary School Emergency Relief (ESSER) Fund as part of relief provided to states to combat the COVID-19 pandemic. The funds and the position are available until September 30, 2024.

## **Specific functions of the High-Impact Tutoring Grants Manager include:**

### **Grant Strategy and Design**

- Lead design process for new grants as part of the District's \$40 million investment in high-impact tutoring, including researching grant and funding requirements; making recommendations about grant design and funding strategy; drafting the request for applications (RFA); and liaising with OSSE's legal and technical teams to approve all materials and build the grant application in the Enterprise Grants Management System (EGMS), OSSE's proprietary grant management tool.
- Lead development of the grant evaluation rubric and monitoring/performance management approaches for grants, including researching best practices for similar grant programs; designing a monitoring approach; making recommendations about monitoring; and overseeing the monitoring process after grant awards are made.
- Serve as point of connection between OSSE's Division of Data, Assessment, & Research (DAR) and a contracted vendor to execute a rigorous program evaluation of high-impact tutoring, including making sure evaluation requirements are built clearly into the grant agreement, communicating expectations with grantees, and ensuring grantees comply with evaluation requirements.
- Collaborate with other OSSE staff, DME, LEA leaders, and other relevant stakeholders on joint projects in support of high-impact tutoring initiatives, including making presentations to senior agency leaders about grant design and implementation.

### **Grant Administration and Oversight**

- Serve as high-impact tutoring initiative grants subject matter expert, providing guidance and technical expertise to team on grant administration, operations, and procedures.
- Serve as liaison to external customers and grant awardees to clarify, interpret, and resolve issues associated with grant appropriateness and associated allocations comply will regulations.
- Compile, process, and submit state reports to comply with state and federal requirements of the Elementary and Secondary School Emergency Relief (ESSER) funds as well as the Coronavirus State and Local Fiscal Recovery Funds (ARP County Fund).
- Review grant expenditures, both internal and by sub-grantees, to ensure the proper expenditure of funds in accordance with costs and principles.
- Execute monitoring and performance management processes for all grants.
- Establish and manage fiscal record-keeping systems for all high-impact tutoring funds and related programs.

**Key qualifications for the role include:**

- Demonstrated knowledge of and experience in grants management, including proposal review and program/performance monitoring.
- Demonstrated experience designing and launching new grants and/or designing changes and improvements to existing grants, including grant research, writing, and acquisition.
- Knowledge of DC and/or federal guidelines for financial management of grants and record maintenance and demonstrated experience with fiscal record-keeping systems.
- Interest in the DC education landscape and high-impact tutoring as a promising intervention to support students to recover from the effects of the COVID-19 pandemic.
- Flexibility and sense of humor, with ability to adjust plans and approaches to meet new and emerging needs as high-impact tutoring initiative is established.
- Excellent oral and written communication, problem-solving, planning, and strategic thinking skills, as well as fluency with Microsoft Excel.
- Organizational skills, including the ability to manage multiple priorities and tasks
- Meticulous attention to detail, with an ability to produce high-quality work in a dynamic environment.
- Ability to break down complex information into comprehensive parts, ask questions, synthesize, and analyze.
- Ability to build trusting relationships with various stakeholders.
- Bachelor's degree from an accredited college or university.
- 2+ years of professional experience managing grants.

**Our ideal candidate will also have:**

- Previous work experience in education in DC or elsewhere.
- Experience as grants manager in government, and/or managing significant public grants for a private organization.
- Experience managing tutoring-related grants.

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.